



click2try™

click2try™ Tutorial

Drupal

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Contents

Introduction	5
Adding New Users	6
Create New Account (Users)	7
Changing a Theme.....	8
Changing the Administration Theme.....	8
Changing the Blocks on Your Site	10
Customizing Site Information.....	12
Adding Modules	13
Managing Content	13
Adding a Forum	15
Creating a New Page	17
Create a New Blog Entry.....	17
Conclusion.....	17
Resources.....	18

Introduction

Drupal is one of the most popular content management systems (CMS) in the world. Individuals and companies have used Drupal to create award-winning and highly functional websites, from blogs to corporate intranets and everything in-between. With its hundreds of add-in modules, Drupal boasts a broad range of capabilities that allow you to create dashboards, forums, e-commerce sites, and more.

Among its many features and benefits, Drupal provides:

- Easy collaboration capabilities
- User authentication
- Role-based permissions
- Full-text search
- Permalinking
- Content syndication
- Database independence
- Detailed administrative interface
- Reporting and analysis tools
- Large, active community

In this tutorial, you'll learn the basics of how to:

- Add new users
- Create a new account
- Change themes
- Modify content blocks
- Customize site information
- Add modules
- Add a forum
- Create a page
- Post content

Adding New Users

Although users can self-register, you may want to create user accounts yourself. If you're creating an intranet site, you may have a list of user accounts from an LDAP server or Active Directory, for instance. Or you may want to add and configure a few key users, such as administrators or authors.

1. Login to Drupal using the administrator credentials.
2. Click the **Administer** link on the left side of the page.
3. Scroll down, and under **User Management**, click **Users**.
4. Click **Add User** in the menu at the top.
5. Enter username, email address, and password.
6. Click **Create New Account**.

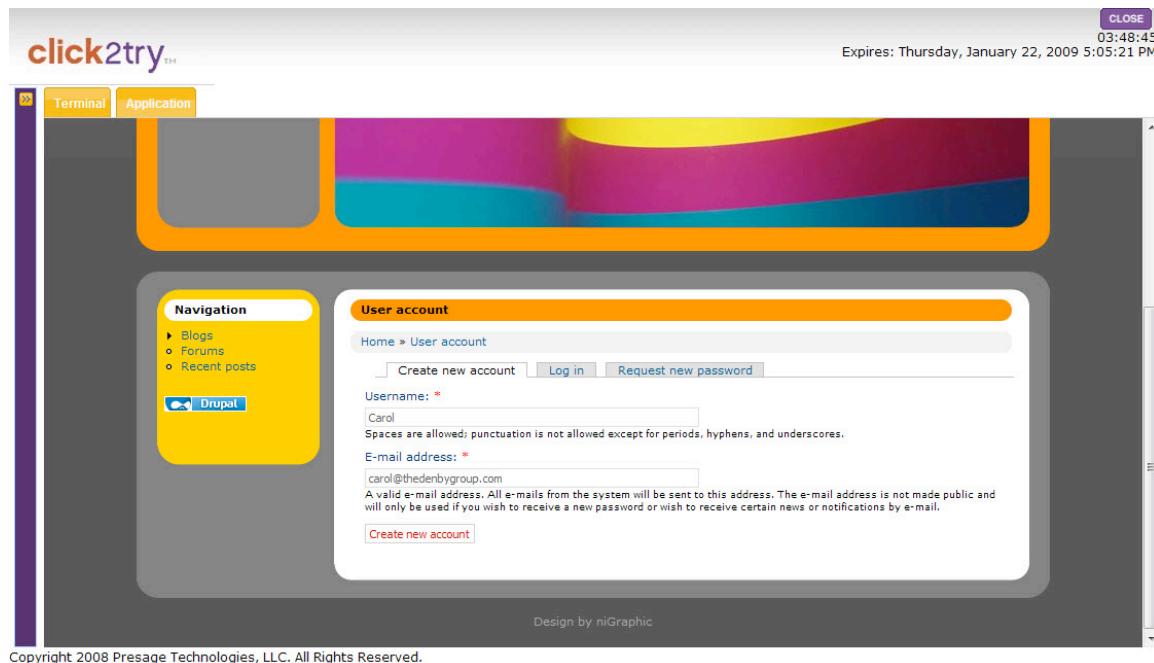
You can repeat this task to create as many users as you need.

Create New Account (Users)

Although an administrator can create new users, users can self-register and set up an account.

To create a new account if you're a user:

1. Click the **Create new account** link on the home page.
2. Enter a **username**.
3. Enter an **email address**.
4. Click **Create new account**. Drupal sends you a confirmation email containing the password for your new account.
5. Login to your account using your new account.

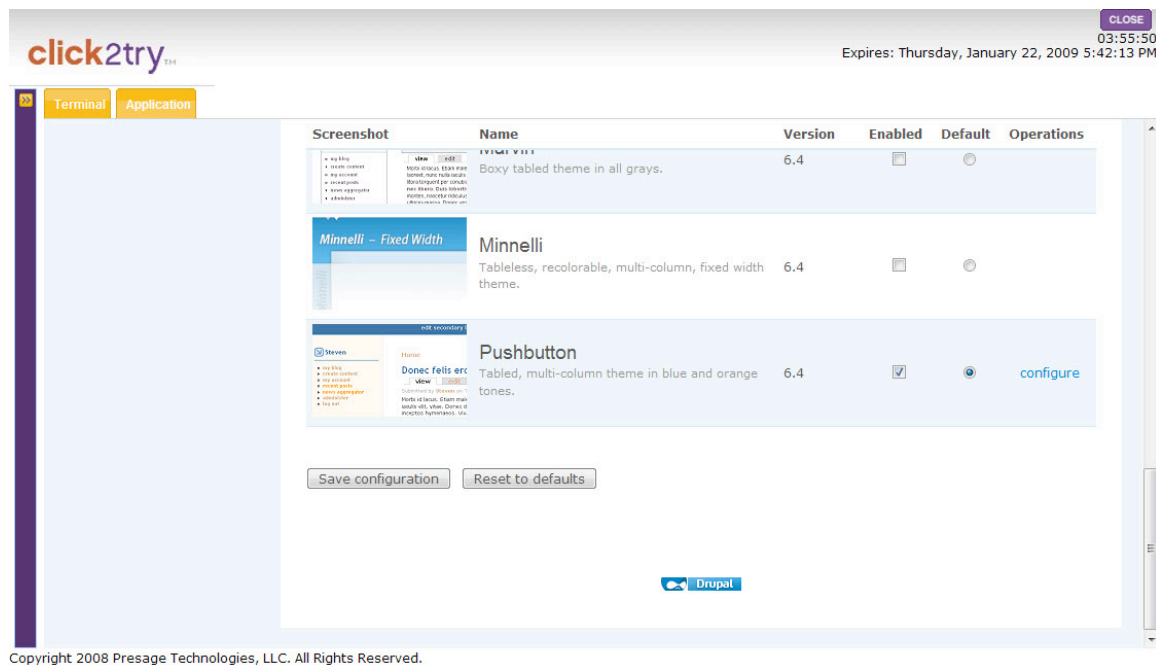


The system will send you a confirmation email with your username and password in it. Once you login, you should change your password.

Changing a Theme

There are two ways to change themes. If you're just logged in as a regular

1. Click **Administer**.
2. Under **Site building**, click **Themes**.
3. Find the **Pushbutton** theme and select the **Enabled** option.
4. Select the **Default** option for the **Pushbutton** theme.
5. Click **Save configuration**.



You've now changed the theme that is displayed to the visitors to the site. But the administration theme will still be the default.

Changing the Administration Theme

Now you'll want to change the Administration theme.

To change the administration theme:

1. If you've just changed the user theme, you can immediately click the **administration theme** link in the note on the user theme confirmation page.
2. Otherwise, click the **Administer** link.
3. Under **Site configuration**, click **Administration theme**.
4. Select a new theme from the **Administration theme** drop-down list box.
5. Click **Save configuration**.

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CLOSE

TerminalApplication

10.0.0.188Home

admin

- Blogs
- Contact
- Forums
- My account
- Create content
- Recent posts
- Administer
 - Content management
 - Site building
 - Site configuration
 - Actions
 - Administration theme
 - Clean URLs
 - Date and time
 - Error reporting
 - File system
 - Image toolkit
 - Input formats
 - Languages
 - Localization

Home » Administer » Site configuration

Administration theme

The configuration options have been saved.

There is a security update available for your version of Drupal. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information.

Administration theme:

Pushbutton

Choose which theme the administration pages should display in. If you choose "System default" the administration pages will use the same theme as the rest of the site.

☒ [Use administration theme for content editing](#)
Use the administration theme when editing existing posts or creating new ones.

Save configurationReset to defaults

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Changing the Blocks on Your Site

Blocks are page elements that you can rearrange to customize the look and functionality of your site. Blocks include elements like site navigation, user login fields, forums, comments blocks, polls, and other items.

To change blocks:

1. Click **Administer**.
2. Click **Site Building > Blocks**.
3. Click and hold your mouse on the small cross icon on the left side of the **Navigation** block.

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Remember that your changes will not be saved until you click the *Save blocks* button at the bottom of the page.

Click the *configure* link next to each block to configure its specific title and visibility settings. Use the *add block page* to create a custom block. [\[more help...\]](#)

Block	Region	Operations
Left sidebar		
✚ Forums	Left sidebar ▼	configure
✚ Powered by Drupal	Left sidebar ▼	configure
Right sidebar		
✚ User login*	Right sidebar ▼	configure
✚ Navigation*	Right sidebar ▼	configure
Content <i>No blocks in this region</i>		
Header <i>No blocks in this region</i>		
Footer <i>No blocks in this region</i>		
Disabled		
✚ Active forum topics	<none> ▼	configure

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4. Drag the **Navigation** block below the heading **Right** sidebar.
5. Click and hold your mouse on the small cross icon on the left side of the User login block.
6. Drag the **User** login block below the heading **Right** sidebar.
7. Click **Save blocks**.

CLOSE
Expires: Thursday, January 22, 2009 5:42:13 PM

Terminal
Application

10.0.0.188
Home

Drupal

blog entry

Submitted by admin on Thu, 09/25/2008 - 15:28

sample blog entry

» [admin's blog](#)

Sample Story

Submitted by admin on Thu, 09/25/2008 - 13:41

this is a sample story

Another day after Ike..!

Submitted by admin on Thu, 09/25/2008 - 13:41

User login

Username: *

Password: *

Log in

- [Create new account](#)
- [Request new password](#)

Navigation

- ▶ [Blogs](#)
- [Forums](#)
- [Recent posts](#)

User login block and Navigation block moved to right sidebar.

You'll see that the admin block, containing administrative links, now appears on the right side of the page. Because you're already logged in, you won't see the user login block until you return to the home page.

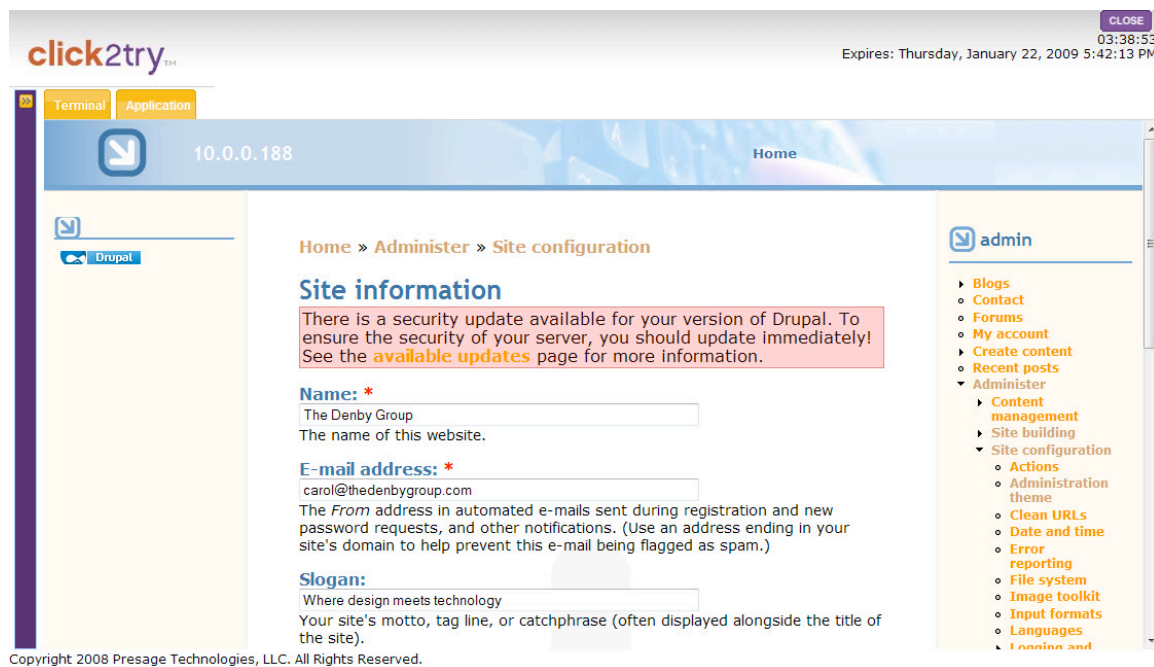
Customizing Site Information

One of the first things you want to do is change your site information, such as your site's name, slogan, footer, and so on.

To customize your site information:

1. Click **Administer**.
2. Under **Site configuration**, click **Site information**.
3. Enter a new **Name** for your site.
4. Enter a valid email address.
5. Enter a **Slogan**, **Mission statement**, and **Footer**, if you like.
6. By default, users who comment or visit without registering will be tagged as "Anonymous." If you want to change the name to something like "Guest," enter that new label in the **Anonymous** user field.
7. Click **Save configuration**.

You should immediately notice that the name has been changed in the top banner.



Adding Modules

Modules can provide a wide range of additional functionality to your site. In addition to standard Drupal modules, you can find hundreds of community-supplied modules.

1. Select **Site building > Modules**.
2. Under the **Core – optional** area, select the checkbox next to the **Search** module.
3. Click **Save configuration**.

Managing Content

You can manage your content, such as blog entries, stories, forum topics, or pages, easily from one consolidated console. This Drupal page lets you edit, delete, publish or unpublish, make content sticky, and move content.

To manage content:

1. Click **Administer**.
2. Under **Content management**, click **Content**.
3. In the **Show only items where** box, select **published** from the status drop-down menu. This shows you everything that's currently published on the site, including blog entries, sample stories, forum topics, and pages.
4. Click **Filter**.
5. Click the **Title** link of any entry to see the text for that entry.
6. Click the **edit** link to open the item in edit mode.
7. Click any of the entry management links below the edit window in a specific content edit page to make changes.
8. Click **Save** when finished, **Preview** to see how your changes affected the content, or **Delete** to get rid of the content.

[CLOSE](#)
 Expires: Thursday, January 22, 2009 5:42:13 PM

[Terminal](#)
[Application](#)

[Drupal](#)

Home » Administer » Content management

Content [\[more help...\]](#)

Show only items where **status** is **published**
 and where ☒ **status** is **published**
☐ **type** is **Blog entry**
☐ **category** is **Drupal Forum**
☐ **language** is **Language neutral**

[Refine](#) [Undo](#) [Reset](#)

Update options
 Publish [Update](#)

<input type="checkbox"/>	Title	Type	Author	Status	Language	Operations
<input type="checkbox"/>	blog entry	Blog entry	admin	published	English	edit
<input type="checkbox"/>	Sample Story	Story	admin	published	English	edit

Another

admin

- Blogs
- Contact
- Forums
- My account
- Create content
- Recent posts
- ▼ Administer
 - ▼ Content management
 - Comments
 - **Content**
 - Content types
 - Forums
 - Post settings
 - RSS publishing
 - Taxonomy
 - Site building
 - Site configuration
 - User management
 - Reports
 - Help
 - Log out

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You can perform bulk operations on your content by selecting the checkboxes next to the content entries back on the **Content** page and then selecting an operation from the **Update** options drop-down menu.

Note: If you make bulk changes, be sure to click the **Update** button.

Adding a Forum

Forums are a great way to build a community, whether it's among visitors to your site from the general public, or among employees for an intranet. Drupal makes it easy to build a forum. Drupal come pre-configured with the Drupal Forum, which is nothing more than a sample. You can just rename this forum, or build a new one from scratch.

To add a forum:

1. Select **Administer**.
2. Under **Content management**, click **Forums**.
3. First, add a container. A container is a way of grouping multiple forums. Click the **add container** tab.
4. Enter a **Container name**.
5. Click **Save**.
6. Click the **add forum** tab.
7. Enter a **Forum** name.
8. Add a **Description**, if you like.
9. From the **Parent** drop-down menu, select the container you created.
10. Click **Save**.
11. Click **Forums** near the top of the navigation links list, under the **Admin** heading.

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TerminalApplication

Forums

listadd containeradd forumsettings

Created new forum xCeedTools Forum.

This page displays a list of existing forums and containers. Containers (optionally) hold forums, and forums hold forum topics (a forum topic is the initial post to a threaded discussion). To provide structure, both containers and forums may be placed inside other containers and forums. To rearrange forums and containers, grab a drag-and-drop handle under the *Name* column and drag the forum or container to a new location in the list. (Grab a handle by clicking and holding the mouse while hovering over a handle icon.) Remember that your changes will not be saved until you click the Save button at the bottom of the page.

Name	Operations
+ Denby Group Customers	edit container
+ xCeedTools Forum	edit forum
+ Drupal Forum	edit forum

Save

more help...

- Blogs
- Contact
- Forums
- My account
- Create content
- Recent posts
- ▼ Administer
 - ▼ Content management
 - Comments
 - Content
 - Content types
 - Forums
 - Post settings
 - RSS publishing
 - Taxonomy
 - Site building
 - Site configuration
 - User management
 - Reports
 - Help
 - Log out

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You'll see that the forum name, as shown in the Forums list, is indented slightly below the container names to show that it is located within the container. You can now enter new topics in the forum.

To enter forum topics:

1. Click the forum name to enter the forum.
2. Click **Post new Forum topic**.
3. Enter a **Subject**.
4. Enter the content in the **Body** field.
5. Click **Save**.

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Expires: Thursday, January 22, 2009 5:42:13 PM

CLOSE

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Terminal Application

The Denby Group

Home

Drupal

Home

Forums

Post new Forum topic

Forum	Topics	Posts	Last post
Denby Group Customers			
xCeedTools Forum	0	0	n/a
Drupal Forum This is a forum for all users of Drupal 6.4	1	1	16 weeks 8 hours ago by admin

admin

- Blogs
- Contact
- Forums
- My account
- Create content
- Recent posts
- Administer
- Log out

Home

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That's it!

Creating a New Page

Use pages to publish information that doesn't change often, like an About page.

1. Under the **Admin** navigation links, select **Create content > Page**.
2. Enter a **Title** for your page.
3. Enter a **Menu** link title, if you want a link to this page in one of your menus.
4. If you entered a menu link title, select a parent item from the **Parent** item drop-down list. This inserts a clickable link in a menu.
5. Enter the content you want to appear in the **Body** field.
6. Click **Save**.

Create a New Blog Entry

You'll want to add blog entries or stories. This is the content that most visitors will come to your site to read or view.

To create a new blog entry:

1. Under the **Admin** navigation links, click **Create content**. You'll see a list of content types, along with descriptions of how best to use them.
2. Click **Blog entry**.
3. Enter a **Title**.
4. Enter the body content.
5. If you want, enter authoring information, select publishing options, change comment settings, or add the item to a menu.
6. Click **Save**.

The procedures for creating a blog entry are similar for creating most of the other types of content.

Conclusion

Although this is only a brief tutorial, you should now have a fair grasp of how to find your way around Drupal. Check the resources section of this document for more information.

Resources

For more information about Drupal, visit the following resources:

Drupal.org <http://www.drupal.org> — Main Drupal site, containing general information, downloads, documentation, and more.

Drupal Themes <http://drupal.org/project/Themes> — Main Drupal themes site, containing many community contributions.

Drupal Modules <http://drupal.org/project/Modules> — Hundreds of modules from Administration to Views.

Drupal Sites <http://www.drupalsites.net/> — Site containing lots of thumbnails and links to other Drupal sites. Great for ideas and brainstorming.